



# It's Time for Renewal of Competency Cards

**This is a renewal year for all Santa Rosa County Competency Cardholders, Active and Inactive. Biennial renewals expire on September 30th of every odd year. All Active and Inactive Santa Rosa County Competency Card holders must renew by October 1st; after that date, Competency Cards not renewed are subject to late fees. Our MILTON office will accept renewals between 8:00 a.m. and 3:30 p.m., Monday through Friday. If renewing by mail please send a self-address stamped envelope for the returned competency card. You will need to provide the following documentation for renewal:**

- 1) A copy of your current State of Florida Registration.
- 2) A copy of your current Florida Business Tax Receipt.
- 3) A copy of your current General Liability Certificate of Insurance. **Per Santa Rosa County Ordinance 93-08 the following insurance is required: \$300,000 per Occurrence and \$600,000 General Aggregate.**
- 4) A copy of your current Workers Compensation Certificate or State Exempt Certificate.
- 5) Please provide any updated contact information below.

## What happens if I don't renew?

It is important for you to know that if you are not going to renew your competency card, you should strongly consider placing the card in an inactive status. The cost to inactive your competency card is \$75; this fee inactivates your competency card for two years. You can inactivate your card for three consecutive renewal periods for a total of six years.

If you do not renew or inactivate your Santa Rosa County competency card, you run the risk of having to retest for both your trade and Business and Law. Retesting is much more expensive than inactivation. The Florida Department of Business and Professional Regulation will issue your Registered Contractor's License only if you carry a current competency card from your local jurisdiction. Failing to have a current competency card may jeopardize your "active" status with the State of Florida. As a reminder, the State will still require that you maintain your CEU's during any inactive period.

If you have any questions regarding inactivation or licensing questions in general, please call (850) 981-7000 and speak to one of our permit technicians.

**If you would like to renew by fax or email, please complete the bottom section and send.**

**Fax: 850-623-1208 or Email: [SRCpermits@santarosa.fl.gov](mailto:SRCpermits@santarosa.fl.gov)**

## Fees per Biennial period (every 2 years)

### Before October 1st

Active \$150.00  
Inactive \$75.00

### After October 1st (Late fee)

Active \$150 + \$50 = \$200  
Inactive \$75 + \$50 = \$125

### Payment Options:

Check, Credit Card or Cash

Please make checks payable to:

**Santa Rosa County**

### Mail to:

6051 Old Bagdad Hwy, Suite 202  
Milton, FL 32583

**License Number:** \_\_\_\_\_

Any changes in your information?

**Company Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Other:** \_\_\_\_\_

## Credit Card Information

\_\_American Express \_\_Discover \_\_MasterCard or \_\_Visa

**Name on Card:** \_\_\_\_\_

**Card #** \_\_\_\_\_

**Expiration:** \_\_\_\_\_

**Security Code:** \_\_\_\_\_

**Billing Zip:** \_\_\_\_\_

\_\_Active or \_\_Inactive

**Fee:** \_\_\_\_\_

### Credit Card Service Fee

\$5.25 for \$150.00

\$2.62 for \$75.00

**Signature for Authorization:** \_\_\_\_\_